

**Payroll Dialog Minutes 4/4/2007**  
**Council Chambers**

**Terminations**

- All employee payoffs need to be posted on the employee's last day worked

**Payroll Reminders**

1. Own your Payroll
  - a. Take responsibility for your work
  - b. Take the extra step to make sure it's right
  - c. Take pride in your work
2. Maximize your resources
  - a. Take advantage of opportunities such as queries, MOU's, and AO's
  - b. Do your homework
3. Challenge Stuff
  - a. Question the rules
  - b. Question the way we have always done it
  - c. Think outside the Box

**Garnishments**

- Any questions or concerns please call Pauline Tolentino @ 7016
- Any garnishment must always be treated in a very confidential manner
  - All Garnishment Mail will always be sealed and stamped **CONFIDENTIAL** and must stay sealed and only opened by the employee.
  - If an employee is going to be out of the office for vacation or an extended amount of time please return the confidential mail unopened to Payroll.
- If the employee has made any agreements with the agencies they need to have the agency FAX any releases or modifications, with the original document sent in the mail.
- Original orders will only be accepted no photocopies or faxes.
- The City currently processes garnishments for the following agencies:
  - **Child Support Orders,**
  - **Franchise Tax Board**
  - **IRS**
  - **Bankruptcy**
  - **Fresno County Sheriff**
  - **Calif. Student Aid Commission / US Dept of Education Board of Equalization**
- Always encourage the employee to call the agency to inquire if a payment plan can be arranged.
- It is important to keep employee records up to date (such as addresses and phone numbers).